



Republic of the Philippines  
TANZA WATER DISTRICT  
A. Soriano Highway, Tanza, Cavite  
Tel. Nos.: (046) 434-9497 / (046) 505-2906

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL  
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2016**

The Tanza Water District (TWD) shall consider similarities and relationship of tasks and responsibilities to determine the most appropriate grouping or clustering of delivery units.

In determining and evaluating the performance ranking and rating of delivery units, the TWD shall use its Civil Service Commission (CSC) Approved Strategic Performance Management System (SPMS). From these, these categories shall follow:

RANKING		PERFORMANCE CATEGORY	
Top	10%	BEST delivery unit	
Next	25%	BETTER delivery unit	
Next	65%	GOOD delivery unit	

Consequently, the PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2016, as follows, but not lower than Php 5,000.00.

PERFORMANCE CATEGORY	PBB as % of Monthly Basic Salary
BEST DELIVERY UNIT (10%)	65%
BETTER DELIVERY UNIT (25%)	57.50%
GOOD DELIVERY UNIT (65%)	50%

  
KAREN P. MAESTRADO

Division Manager B - Admin / GS

  
Engr. MYRNA R. BOBADILLA  
General Manager

Date: 007 2 0 2016

Date: